

Westwood Recreation Department

Job Description: Teen Center Supervisor

Under supervision and guidance of the Recreation Director, the Teen Center Supervisor will plan, organize, promote and implement activities for the Teen Center:

The Teen Center Program is held on Friday evenings at the Westwood Community Center starting in late September and ending in early May from 7:30pm-10pm. It is open to children in grades 6-9. The Supervisor's job responsibilities are listed below:

- open the Community Center at 7:15pm and assist staff in setting up game room and gymnasium
- close the Community Center at 10:15pm and assist staff in cleaning up and putting away any equipment and materials
- supervise Teen Center Staff (2)
- supervise and monitor teens during various activities in a safe environment
- motivate youth and manage behavior problems
- maintain attendance and registration records
- create and implement new activities
- maintain order and discipline of participants to adherence to program rules and expectations
- communicate with parents when necessary

Job Requirements:

- High School diploma or GED
- CPR/First Aid certified preferred
- Experience working with teens and knowledge of youth development

Salary: \$15.00 per hour

Application deadline September 16, 2016